

## Job Posting

**URGENTLY HIRING**

**POSITION TITLE:** Fund Development Officer

**DEPARTMENT:** Administration/Operations

**REPORTS TO:** Executive Director

**PURPOSE:** S.H.I.F.T. (Support and Hope for Individuals and Families Today) is a grassroots non-profit charity dedicated to providing lifesaving support to youth, adults, and families experiencing or at risk of homelessness and food insecurity.

We are seeking a mission-driven, relationship-focused, and strategic Fund Development Officer to join our team in a full-time capacity. This role is responsible for leading fundraising initiatives, securing grants and foundation funding, managing donor relations, and overseeing S.H.I.F.T.'s social media and online presence.

The ideal candidate will have experience in fundraising, donor engagement, and communications, and will be a strong storyteller who can inspire donor confidence and community support. This position plays a central role in advancing our mission and supporting organizational growth - including our Capital Campaign.

**LOCATION:** HYBRID – work from home and onsite. Based out of 123 Victoria St. W. Alliston (S.H.I.F.T. Headquarters).

**Please note: This position is offered as a 1-year, full-time renewable contract. Renewal is based on a combination of organizational funding availability, overall performance, and the fundraising results necessary to sustain the role long-term. Our intention is to continue the position beyond the first year, provided these factors are met.**

**SCOPE OF POSITION:** The Fund Development Officer (FDO) is responsible for designing, managing, and executing a comprehensive fund development strategy for S.H.I.F.T. This includes major gifts, annual giving, grants, donor stewardship, fundraising events, and digital engagement.

The FDO is expected to meet **phased revenue goals**:

- **Year 1:** Raise **\$300,000–\$400,000** while strengthening systems and relationships
- **Year 2+:** Scale to **\$500,000–\$700,000** annually as donor pipelines expand

This position works closely with the Executive Director, Program Leadership, and the Fundraising Committee to secure the resources needed to deliver and grow S.H.I.F.T.'s programs and services.

### **KEY RESPONSIBILITIES:**

#### **Fundraising & Donor Relations**

- Lead the development and execution of annual fundraising strategies aligned with organizational goals.
- Manage a portfolio of donors, sponsors, and prospects, cultivating strong and lasting relationships.
- Guide and support the Capital Campaign fundraising efforts.
- Meet phased revenue targets through diversified streams including major gifts, grants, corporate sponsorships, individual giving, and events.
- Oversee donor stewardship, ensuring timely and meaningful recognition and communication.



- Host tours, presentations, meetings, and engagement events as needed.

### **Grants & Foundation Funding**

- Identify, research, and apply for grants from government, foundations, and philanthropic organizations.
- Write compelling proposals, reports, and impact summaries.
- Track grant deliverables, timelines, and reporting requirements.

### **Marketing, Communications & Social Media**

- Manage S.H.I.F.T.'s social media channels and online presence to enhance awareness and donor engagement.
- Create compelling digital content that highlights impact, stories, and organizational needs.
- Support website updates, newsletters, and communication materials.

### **Database & Reporting**

- Maintain accurate donor records and ensure timely data entry in fundraising databases.
- Track fundraising progress, analyze donor trends, and prepare reports for leadership and Board committees.
- Oversee donor segmentation strategies to enhance outreach and stewardship.

### **Events & Community Engagement**

- Lead planning and execution of key fundraising events (e.g., Coldest Night of the Year).
- Collaborate with volunteers, community partners, and program teams to maximize event success.
- Represent S.H.I.F.T. at outreach and donor-related functions.

## **OCCUPATIONAL HEALTH & SAFETY:**

All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees are expected to learn, understand, and adhere to health and safety policies and procedures and keep up to date on any changes, particularly as it relates to new/emerging information related to infection protection and control safety measures.

## **KNOWLEDGE, EDUCATION & EXPERIENCE:**

The ideal candidate will have:

- Post-secondary education in fundraising, communications, marketing, nonprofit management, or a related field.
- Experience in fundraising, major gifts, donor relations, or grant writing.
- Experience with social media management and digital storytelling.
- Strong writing skills and ability to create compelling proposals and communications.
- Experience using donor databases or CRM platforms.

## **Skills and Abilities:**

- Exceptional interpersonal skills, with the ability to build relationships, initiate connections, and engage comfortably with donors, partners, volunteers, and community members.
- Strong administrative skills with proficiency in computers, databases, Microsoft Office 365, and digital communication tools.
- Ability to maintain strict confidentiality and exercise sound judgment, treating clients, donors, and their personal stories with dignity, respect, and sensitivity.



- Highly organized, with the ability to prioritize a diverse workload, manage competing deadlines, and maintain accuracy under pressure.
- Integrity, adaptability, and persistence, including a willingness to seek people out, follow up intentionally, and build connections—often from scratch.
- Attention to detail, strong problem-solving skills, and the ability to anticipate needs and identify solutions.
- Self-directed, able to work independently, complete assignments, and meet deadlines without close supervision.
- Ability to manage, mentor, and steward volunteers, fostering a positive and motivated team environment.
- Valid G-class driver's license and consistent access to a personal vehicle for work-related travel (mileage reimbursement provided). Access to S.H.I.F.T. vehicles may be available for special events.
- Knowledge of homelessness, poverty, and systemic barriers affecting vulnerable populations is considered an asset.

#### **BENEFITS:**

- Opportunity for growth and professional development within the company.
- Hybrid work model (onsite +remote/on the road)
- Use of company phone, computer, and mileage reimbursement for work related travel.
- Group health benefits including life and AD&D insurance.
- Supportive and collaborative work environment.

#### **SCHEDULE & WORKING CONDITIONS:**

- Full-time, starting as soon as possible.
- Flexible work hours; occasional evenings and weekends required for events.
- Hybrid model with a combination of onsite and work-from-home days.
- Requires use of a personal vehicle for work-related travel.
- This position will require use of a personal vehicle as primary form of transportation when conducting business; the use of company vehicles may be negotiated when available.

#### **WAGE:**

Starts \$30.00 per hour (dependent on experience and education)

#### **HOW TO APPLY:**

To apply for this flexible work-from-home position, please submit your resume, cover letter, and any relevant work samples to [Jenifer.Pergentile@shiftforgood.ca](mailto:Jenifer.Pergentile@shiftforgood.ca). In your cover letter, please include why you are interested in this role and how your experience aligns with the responsibilities of the position.

*S.H.I.F.T. is a progressive work environment committed to the principle of employment equity, to respecting diversity and to providing employees with a work environment free of discrimination and harassment. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs.*